

No: 063/24

9th February 2024

For the Immediate Attention of All:

Divisional Representatives
Area Distribution Representatives
LGV Representatives

Dear Colleagues,

**JOINT STATEMENT BETWEEN RM NATIONAL DISTRIBUTION AND THE CWU ON THE
DEPLOYMENT OF THE 2024 PAD REVISION**

Branches and Representatives are informed that in line with the commitments contained in the Business Recovery, Transformation and Growth (BRT&G) agreement, discussions have been taking place with the business in relation to progressing arrangements for the 2024 PAD Revision activity.

Branches will be aware that activity this year is required to align with the scheduled Network Window changes and flight removals in June 2024. As such, both parties have concluded an agreed Joint Statement to enable the early commencement of the "Data Gathering" activity in line with the tried and tested process.

Building on the processes developed in previous reviews, this year's discussions have retained aspects of the data gathering process to recognise the increasing fluctuations in workload by modelling across an agreed week rather than a single day, as was previously the case. While at the request of Royal Mail the document has been restructured with the process now appearing in an annex, effectively all aspects of the process will mirror previously agreed arrangements. Attached for information is a Joint Statement covering the details and process for the deployment of this year's review, which has been endorsed by the Postal Executive.

As with the previous PAD Joint Statements, the process fully recognises the role of the CWU at all levels and all activity will be overseen by the Area Distribution Working Group.

Colleagues will note that the Stage 1 Data Gathering will commence on 12th February 2024 and representatives are therefore requested to engage with management accordingly in relation to the activity and release arrangements.

Any enquiries in relation to this LTB should be addressed to Davie Robertson, Assistant Secretary, email: shayman@cwu.org quoting reference: 054.06.

Yours sincerely,

Davie Robertson
Assistant Secretary

JOINT STATEMENT BETWEEN RM NATIONAL DISTRIBUTION AND THE CWU ON THE DEPLOYMENT OF THE 2024 PAD REVISION

Introduction

The Business Recovery Transformation and Growth (BRT&G) Agreement commits both Royal Mail and the CWU to working together to transform business operations, building on the mutual interest processes. Part of the agreement committed both the CWU and Royal Mail to jointly review the National Network Window requiring the reduction of flight sectors and the movement of this traffic to road services.

Both parties embarked on a joint programme of work designed to achieve the necessary pipeline, workflow and Mail Centre cycle time improvements required to accommodate the changes needed to transfer the volume from the flights and also to mitigate or reduce the impact on Delivery Office start time and minimise disruption across the Network.

Joint activity included input from all the Local Mail Centre Catchment Groups. This initial work has been completed and the process will now progress to National PAD revision activity. As part of this activity in Regional Distribution a review of the wave 1 & 2 times needs to be factored in, to ensure the mail is in the Delivery Office at the earliest opportunity possible.

Both parties continue to work together to develop and establish improved, constructive working relationships, effective interfaces and the continued development of a mutual interest culture at all levels within RM Distribution. A key indication of the effectiveness of these efforts has been the successful deployment of National Network Revisions. This agreement aims to build on the successes and refine the processes used for Network revisions as appropriate to PAD activity based on our collective experience.

Background

Royal Mail Distribution and the CWU agree that we have a collective interest in reaching a successful deployment of this PAD revision activity. Both parties recognise that if a proposed target of deployment of June is to be met, activity will have to be undertaken at pace and will require a positive and pragmatic approach that balances immediate operational requirements and considers future ambitions and growth opportunities.

Any adjustment to the external customer requirements or internal business operational footprint during the review will have to be factored in and considered in respect of a robust Distribution operation. Both parties reaffirm that the revisions will support both revised workplan arrangements, associated to the Network window changes including the cessations and additional National Network services required in 7.5t and 3.5t fleet and Wave 1 & 2 Despatch times and scheduled Delivery Office arrival times and our joint Ambitions & Growth agendas.

Royal Mail National will identify any intention to transfer workload for inclusion in PAD activity to ensure that timely discussions can take place in line with the Business Recovery Transformation and Growth (BRT&G) Agreement, the IR Framework, 'Future of Area Distribution' and 17t deployment agreements.

It is acknowledged that joint data gathering within a PAD Revision based on one specific Nationally agreed day, does not give a true reflection of the workload across the different days of the week. It is therefore agreed this year's joint data gathering will encompass a designated week as agreed by the NWG.

Vehicle Scheduling

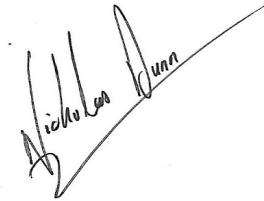
As in previous reviews PAD optimisation and scheduling will utilise existing tools and techniques.

The following staged process for the progression of this revision activity has been agreed as follows.

The Review Process

The detailed staged process for the progression of this revision activity can be found in Annex A along with the Network Revision 'Programme of Works' – Re-sign Process detailed in Annex B.

Any questions of interpretation, implementation or application of this agreed way forward shall be referred to the signatories of this agreement for resolution via the IR Framework.

A handwritten signature in black ink, appearing to read 'Nick Dunn', written over a horizontal line.

Nick Dunn
National Distribution Director
Royal Mail

A handwritten signature in black ink, appearing to read 'Davie Robertson', written over a horizontal line.

Davie Robertson
Assistant Secretary
CWU

Date: 9th February 2024

The Review Process

The review process will be conducted over 4 Stages.

Where there is a concern or issue regarding the interpretation and/or the application of this agreement then the issue should be referred to the Area Distribution Working Group (ADWG) for assistance.

The role of the CWU representatives within these processes is fully recognised, as is the requirement for appropriate release in order for them to meaningfully prepare, participate and obtain the views of their members. It is agreed that in line with the IR Framework, CWU representatives undertaking this work will not suffer financial loss. To this end it is agreed that local managers will facilitate this release and that all reasonable requests for release will be agreed.

Management and CWU representatives will agree locally, on a weekly basis, the period of release required.

Stages

1. Launch of a joint local data gathering exercise and collection of current state data at each Area Distribution Unit. This activity should provide a robust baseline as a reference for analysis of the Paragon outputs and will cover data for the full working week.

This stage will include a detailed review of all ad-hoc and scheduled collections workload.

In addition, workload excluded from scheduling (e.g. shunting) will also be reviewed at the data gathering stage as an input to the review.

A non-binding preference exercise to be run at appropriate Area Distribution Units as determined by the Area Distribution Working Group.

Stage One

Local managers, local planners and CWU representatives will jointly collate and sign off a site specific information pack. The scope and details of the data to be gathered will be agreed with the NWG in line with previous PAD review activity. This information will be used to assist the planning process and provide a reliable reference point for the assessment of first cut plans and deployment issues.

The expectation is that this process should be concluded over a two week period.

The planning for this revision will be based on the current operation as defined in the data capture exercise at Stage One.

The joint data gathering will commence on 12th February until 23rd February 2024.

Stage Two

Local engagement on revision activity will move at pace and concentrate on maximising the driving content of MGV driver duties, while prioritising full-time duties consistent with the PDA agreement (not precluding the use of OPG driving and non-driving content to achieve this) following the resourcing principles defined on the PAD Agreement.

These commitments are consistent with our joint aspiration to provide rewarding employment, better long term prospects, employment security and to reduce to an absolute minimum the use of external resource.

A traffic light process will be deployed to monitor progress and identify at the earliest opportunity potential problem sites. Implementation of the revisions at all sites will take place on the same day coordinated by the NWG.

Stage Three

The NWG will review the effectiveness of the above process and assess opportunities to refine the approach for future revision activity.

The methodology for this piece of work will be based on the ACAS guide to problem solving and will allow relevant expertise to be used where the NWG agree it would be beneficial.

When a joint recommendation has been developed it will be jointly presented to the National parties for ratification and agreement. The process will then become the agreed approach to Network revisions going forward.

Any questions of interpretation, implementation or application of this agreed way forward shall be referred to the signatories of this agreement for resolution via the IR Framework.

Network Revision 'Programme of Works' – Re-sign Process

When Stage 2 of this Joint Statement has been achieved arrangements should be made where necessary to commence a re-sign of duties. Re-signs will be conducted in line with existing National Agreements.

Where agreed duty structures at any site have resulted in a surplus being declared and people's processes at such sites have identified transferees or where a transfer to another Distribution Hub has been agreed then these individuals should be included in re-signs at the receiving office, even if this is in advance of their substantive move.

Where the re-sign process can be completed in full prior to the implementation date, all individuals will take up their new duty/rotation from that date.

Contingency Arrangements

While it is anticipated that the implementation date will allow sufficient time to conclude the re-sign process, past experience has indicated that circumstances can occur where re-signs run past the implementation date. In such circumstances the following contingency arrangements should apply.

Where due to annual leave a full re-sign cannot be completed prior to the implementation date the following process should apply:

- Normal re-sign arrangements should progress until process stalls due to leave commitments. On the implementation date those individuals who have successfully selected a duty/rotation as part of the re-sign will take it up.
- All remaining individuals should participate in a temporary resourcing process. This may take the form of either a best match exercise placing individuals on attendances similar to their current duties.

or

by individuals selecting from the remaining available duties following the implementation of the revision and thereafter on a weekly basis in seniority order until the conclusion of the full re-sign.

- The exact nature and application of the temporary resourcing process should be agreed locally.
- The re-sign process will continue as individuals return to work with subsequent successful applicants taking up their duty/rotation from the start of the next week prior to the next temporary resourcing process.

The temporary resourcing process should be progressed as a joint initiative to enable re-signs to be completed in the most expedient manner and to fully assist in the temporary resourcing process.

Notwithstanding the contingencies detailed above the efforts of all parties should be focused upon completing the re-sign in advance of the new duty structures being deployed.